PROCUREMENT CARD (PROCARD) HANDBOOK

for

CARDHOLDERS

and

APPROVING OFFICIALS

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MISSION STATEMENT

Provide a method to easily procure small dollar purchases of authorized commodities and limited services by utilizing a specialized credit card. This method will distribute procurement authority throughout the University while protecting its assets.

GENERAL INFORMATION

In today's environment of streamlining government, state and local agencies are looking for ways to cut administrative time, effort, and costs. Procurement cards, (ProCards) essentially a specialized credit card, enables agencies to significantly trim the traditional paper and labor intensive procurement process for small dollar purchases.

With the ease of a widely accepted credit card, designated employees may make purchases at a merchant's place of business, by telephone and via the Internet. Common uses for the ProCard include the purchase of approved goods and limited services. The ProCard allows departments to effectively control and monitor small purchases and reduce time and paperwork.

Sonoma State University uses a variety of methods for the purchase of goods and services, including purchase orders, petty cash, and direct payments. Processing purchase orders is not cost effective for low dollar value goods and occasionally suppliers refuse to accept a purchase order.

The ProCard should be used as the first option before other existing methods to obtain items which are not prohibited. Cardholders are encouraged to use the ProCard in order to achieve cost savings and improve processing time.

LEGAL REFERENCE AND AUTHORITY

https://calstate.policystat.com/policy/7865355/latest/
Section VI. Procurement Cards

CARDHOLDER RESPONSIBLITY

RESPONSIBILITY AND SECURITY

The role of a Cardholder is to make purchases in accordance with the regulations established in this handbook, as well as all federal and state rules to ensure accountability to the public and fairness and ethical treatment to vendors.

Cardholder responsibilities include:

1. Agree to all card program requirements as set forth in this handbook.
2. Complete a Conflict of Interest Form 700 Annual Statement (will be sent to the cardholder by the campus Conflict of Interest Filing Officer).
3. Taking Mandatory Ethics & Conflict of Interest training, conducted online through the Office of the Chancellor. This is required every two years.
4. The ProCard Administrator can issue ProCard refresher trainings at any time.
5. Ensuring the ProCard is used appropriately and in accordance with the University ProCard Program Policy and that all purchases comply with University's procurement and contracting procedures and policies.
6. Protecting the card at all times to prevent unauthorized use.
7. Not sharing or authorizing others (subordinates or otherwise) to use the card.
8. Immediately reporting a lost or stolen card to the bank and Procurement Card Administrator and actively follow banks rules and instructions.
9. Immediately reporting fraudulent or suspected fraudulent charges to the bank and Procurement Card Administrator and actively follow bank rules and instructions to clear charges.
10. Review each purchase receipt and bank statement closely for accuracy to ensure the Cardholder's per transaction limit is not exceeded and report any discrepancy to the Bank immediately.
11. Preparation of the (PeopleSoft generated) Monthly ProCard Statement and **submitting on time**.
    - Attaching all itemized receipts
    - Updating all expense descriptions in CFS to reflect what you purchased
    - Attached all complete and accurate additional documentation as needed
    - Number your receipts and additional documentation the line number on your ProCard report
    - Collect all signatures needed to complete your report
12. In case of absence, be responsible to train designated backup in the preparation of the Monthly ProCard Statement to ensure that it will be submitted to Approving Official for review and approval prior to the email-announced monthly due date. Receipts should be retained in an accessible location to enable the back-up Cardholder and Approving Official are able to compile in the event the Cardholder is out.
13. Making sure the correct tax rate is being charged: The tax rate for goods being delivered to the University is 8.50%.
14. Upon separating from the University, return card to Seawolf Service Center..

Cardholder must sign a ProCard Cardholder Agreement that specifically acknowledges compliance with the policy and procedures established by Sonoma State University, the procurement card issuing bank and conditions for return of the card. Cardholders must sign the agreement serving as confirmation that campus training was provided on applicable policies, procedures and acceptable use.

APPROVING OFFICIAL RESPONSIBILITY

RESPONSIBILITIES

The Approver is the individual assigned to a Cardholder to ensure compliance with procurement card policies and with CSU, Sonoma State University, state fiscal and procurement rules by reviewing the transactions on no less than a monthly basis. A cardholder cannot function as his or her own Approver.

Approver responsibilities include:

1. Completing and acknowledging required procurement card Approver training.
2. The ProCard Administrator can issue ProCard refresher trainings at any time.
3. Monitoring transactions of assigned Cardholder(s) for appropriateness of purchase.
4. Ensuring adequate transaction documentation accompanies all purchases.
5. Identifying possible violations of assigned Cardholder(s) and taking appropriate action if violations are found.
6. Notifying the card program Administrator of changes in departmental program participants.
7. Review and sign the (PeopleSoft generated) Monthly ProCard Statement and **submitting on time**.
   - Ensuring all itemized receipts are attached
   - Ensuring all expense descriptions in CFS to reflect what was purchased
   - Ensuring all additional documentation is complete and accurate as needed
   - Ensuring all receipts and additional documentation are numbered with the line number on the ProCard report
   - Ensuring all signatures needed are on the report
   - Ensuring all chartfield string being utilized are correct
8. Approve, sign and date the Monthly ProCard Statement(s) and submit the complete documentation to Accounts Payable by the announced due date.
9. In case of absence, be responsible to ensure the review and approval of Cardholder(s) Monthly Statement(s) and timely submittal to Accounts Payable by the announced due date.
10. If a Cardholder is no longer employed, the Approving Official will work with the back-up Cardholder to complete and submit the reconciliation report.
11. Ensure cardholders return card upon separation.

Approving Official must sign a ProCard Cardholder Agreement that specifically acknowledges compliance with the policy and procedures established by Sonoma State University, the procurement card issuing bank and conditions for return of the card. Cardholders must sign the agreement serving as confirmation that campus training was provided on applicable policies, procedures and acceptable use.

CSU Buy is a ProCard driven shopping site representing the CSU campuses. Service provider for Campus Market place is Jaggaer. The site provides the lowest, contracted pricing for the University. It is the intention that all ProCard holders of the University and Auxiliaries use CSUBuy as the first and primary procurement tool.

The site is for official university business. It is not intended or authorized for personal use.

Current supplier categories include:
Information Technology
Facilities Management
Medical & Athletic
General Commodities
Laboratory & Scientific

Staples is the CSU system wide office supplier vendor. All office supplies should be purchased through the Staples catalog.

Amazon Business is on CSUBuy, Amazon Business should not be utilized for Office Supplies unless the item is not available through Staples.

Cardholders can set up a CSUBuy account by simply going to this page and using your LDAP to log in. https://finance.sonoma.edu/procurement/csubuy-marketplace. Multi Factor Authentication (MFA) is required, please contact IT if you need to set up MFA. Once logged in Procurement will need to complete the cardholders set up to be able to complete purchases. You can email Procurement at csubuy@sonoma.edu.

PROHIBITED USE OF PROCARD

The use of ProCard cannot avoid or circumvent any CSU, or Sonoma State University policies or limits. ProCards are to be used within the same statutes, rules, limits, policies and procedures as purchases using any other means of payment. The following list includes **prohibited** items that **cannot** be purchased on ProCard.

The following items are prohibited from being purchased with ProCard:
1. Personal purchases (Regardless of any intent to repay University or Auxiliary for purchase)
2. Splitting of purchases to circumvent the dollar limitation
3. Shipping to employees addresses unless previously approved by procurement
4. Animals –
   - Except for Instruction Related Purposes
5. Cash Advances
6. Construction/modifications or special repairs (Please contact Facilities)
7. Drones or Drone Kits
8. Explosives, Firearms, Ammo
   - University Police Exempt
9. Furniture requiring assembly or installation. (Please contact Facilities)
10. Gift Cards over $50.00, Gift Cards for employees or any Gift Card in lieu of payment.
11. IT Network Equipment
12. IT Software Purchases including but not limited to: Licenses and Subscriptions
    - The Technology Purchase Link for EREQ is here: https://help.sonoma.edu/support/catalog/items/47Accessible Technology Related purchases
13. IT Hardware Purchases including but not limited to: Computers, Tablets, Printers.
    - The Technology Purchase Link for EREQ is here: https://help.sonoma.edu/support/catalog/items/47Accessible Technology Related purchases
14. Click to Accept or Cloud related online purchases including but not limited to: Dropbox, Humanity, Amazon Web Services.
    - The Technology Purchase Link for EREQ is here: https://help.sonoma.edu/support/catalog/items/47Accessible Technology Related purchases
15. Leases
16. Maintenance Agreements
17. Parking at SSU
18. Past Due Invoices – Past Due is defined as an Invoice Date over 30 Days
19. Purchases for other Business Units.
    - Exception Associated Students Inc. makes purchases on behalf of Clubs.
20. No services that require a contract at any dollar amount including free. No services over $2500
    - C&P could review and instruct a cardholder to put a contractual payment on ProCard, the cardholder must include the email from C&P authorizing the payment and the contract if there is one with the ProCard report.
21. Travel
22. Utility payments, including but not limited to: PG&E, AT&T, Water, Garbage or Internet Services.
23. Vehicle Maintenance or Repair (Please contact Facilities)
24. Purchases on behalf of students
    - Exception: When students pay a course fee for materials being purchased.
    - Exception: Approval for the specific purchase from Financial Aid Office obtained prior to purchase and included with report

Please Note: If the vendor/supplier is going to charge you a credit card fee, please do not use your card to make the purchase.

CONDITIONAL PURCHASES WITH REQUIRED DOCUMENTATION

The following purchases are prohibited but can be made with ProCard as long as the purchase has the necessary approvals as outlined below. Approvals and additional documentation need to be included with your ProCard report. Exception: Procurement provided authorization through EREQ for the conditional purchase. Must include approval with the report.

1. Marketing, Advertisements, Social Media and Promotional Material
   - Sonoma State Enterprises Inc and Associated Students Inc. can use ProCard for Advertising.
   - Those University departments which are authorized to place advertisements and produce promotional materials via ProCard include Extended Education. Human Resources, GMC Marketing, Center for Community Engagement and Faculty Affairs. Faculty Affairs' recruitment ads may be placed by originating academic department's ProCard with prior written approval by Associate Vice President, Faculty Affairs. All departments that create promotional materials must comply with SSU brand standards. While an introduction to the SSU brand is available online, individuals who create promotional materials should take the short online Branding Basics course, after which they can access logos and brand assets. Send an email to Creative Services with requests to take the course. Creative.services@sonoma.edu
   - **CONDITIONAL PURCHASE**: Departments can email or provide hard copy advertisements to the Director of Creative Services at sandy.destiny@sonoma.edu for approval. If the amount is within the department ProCard limit then the department may utilize ProCard and must include the approved email with the ProCard Reconciliation Report. If the amount is more than the department ProCard then the quote and approval email need to come to Contracts & Procurement via EREQ@sonoma.edu.

2. Hazardous Materials: Ethyl alcohol, dangerous drugs, precious metals and other hazardous materials.
   - **CONDITIONAL PURCHASE**: All hazardous materials must follow the purchasing process found here: http://ehs.sonoma.edu/purchasing-hazardous-materials. Hazardous Materials can be purchased on ProCard with a approved form from E&HS, this approved form must be attached to your ProCard report everytime you make the purchase http://ehs.sonoma.edu/sites/ehs/files/hazardous_materials_requiring_approval_form.pdf
   - **If you are making a hazardous materials purchase you must use Account Code 660968**

3. Travel- for students, employees, candidates, or others
   - Conference/Meeting Registrations (In-Person or Virtual)
   - Enterprise Rental Car, Pick-up and Drop-off at Sonoma County branches.
   - **CONDITIONAL PURCHASE:** Name of person who rented the car or is attending the conference needs to be in the description box of the ProCard Report

4. Gift Cards
   - Gift Cards are cash equivalents and must follow the Cash Handling Procedure.
   - Student Gift Cards related to educational pursuits or educational related expenses, including student only surveys must be processed through the Financial Aid Office prior to card being given to student(s).
   - Gift Card Purchases Under $50.00 are allowable on ProCard, including if the gift card is $50 or under and there is an activation fee. **CONDITIONAL PURCHASE:** The following are required to make these purchases.
     i. A completed Hospitality Form for each gift card is required with your ProCard report.
     ii. Financial Aid approval is required with your ProCard report
     iii. Department is required to keep the gift card form on file for each gift card.

5. Approved Food Vendors
   - Picking up or having food delivered from an approved food vendor is allowable on ProCard You can find the approved vendor list here: https://ces.sonoma.edu/catering-and-food-vendors/approved-food-vendors

HOSPITALITY USE ON PROCARD

- It is the responsibility of all employees to comply with hospitality policy, please make sure to read the entire policy.
- http://www.sonoma.edu/policies/hospitality-expenses-effective-oct-1-2019
- http://www.sonoma.edu/policies/hospitality-faq
- http://finance.sonoma.edu/accounts-payable/forms

Policy Objective:
1.   Hospitality expenses may be paid when <u>ALL</u> the following criteria are met:
- *   Expenses are Necessary
- *   Appropriate to the Occasion
- *   Reasonable in Amount
- *   Serves a purpose with the Mission of the University
- *   Cost Effective
- *   There is only incremental personal benefit derived by the official host or other employee

2.   Hospitality applies to: Students, Employees, Donors, Guests, Visitors, Volunteers and Other Individuals

Employee Only Meetings or Events:
- Serves a university business purpose
- Occurs infrequently per group or committee
- Is a reasonable amount
- And <u>ONE</u> of the following are met:
  - The meeting or event lasts 3 hours or more
  - The majority of the attendees are on travel status
  - More than 2 employees are present

Prohibited Expenditures for Hospitality:
- Personal Benefit
  - Examples include:
    - Employee birthdays, weddings, anniversaries, bridal/baby showers, bereavement or sympathy gifts.
    - Gifts as thank you to consultants, guest speakers, or employees from another campus.
- Discrimination
- Tobacco Product

Hospitality Form is Required for ALL Hospitality Purchases.

HOSPITALITY: The cardholder is responsible for ensuring the correct account number is utilized during reconciliation. Completed hospitality form required with report.

660922: Hospitality – Employee Only

660923: Hospitality with an Official Guest

622901: Hospitality – Sponsored Program Administration – Awards

622902: Hospitality – Sponsored Program Administration – Participants

EQUIPMENT AND CHARTFIELDS

Some purchases made with ProCard require the use of a specific account number as part of the chartfield. Should a cardholder make any of the purchases outlined below the must use the corresponding account number as part of their reconciliation.

EQUIPMENT: Upon purchase, the Cardholder is responsible to advise their Department Property Custodian to ensure the item is properly tagged. If the item has been tagged the cardholder is required to enter the SSU property tag number in the description for that transaction line on ProCard Report. If the item has not been tagged the cardholder is required to enter "Needs Tag" in the description for that transaction line of the ProCard Report.

619801: Purchases of equipment at any dollar level or authorized equipment valued between $2500.00 and $5,000.00 (total cost, including tax and shipping).

619802: Purchases of Instructional related equipment valued between $2500.00 and $5000.00 (total cost, including tax and shipping).

For more information regarding property please visit:
Property Site: http://finance.sonoma.edu/property-management
Transfer Form: http://finance.sonoma.edu/property-management/forms
Survey Form: http://finance.sonoma.edu/property-management/forms

CHARTFIELDS: The cardholder is responsible for ensuring the correct chartfields are utilized. Each ProCard is issued with a default chartfield, if the Cardholder changes the chartfield either themselves or the Approving Official has to have Delegation of Authority on that chartfield. If neither the Cardholder or Approving Official has Delegation of Authority then you must either have the individual with Delegation of Authority sign your report next to the purchase or attach an email with the authorization.   If a chartfield is coded in error it is the departments sole responsibility to complete a Journal Reclass.

If the Cardholder does not update their chartfields during the open adjustment period in CFS, they will need to complete a Journal Entry for every purchase that needs to be corrected.   Please be timely in requesting chartfield updates as Accounting has Journal Entry deadlines.

http://finance.sonoma.edu/accounting-reporting   http://finance.sonoma.edu/accounting-reporting/forms-policies

REIMBURSING THE UNIVERSITY FOR PROHIBITED PURCHASES
All prohibited expenditures must be reimbursed to the University within 30 days of the original purchase. Reimbursement must be made to Seawolf Services with cash or check and the receipt should be attached to the reconciled ProCard Report. If the Report has already been submitted please forward the receipt along with cardholder name, and statement month to Accounts Payable, Carrie Schmidt.

REIMBURSING THE AUXILIARY FOR PROHIBITED PURCHASES
All prohibited expenditures must be reimbursed to the Auxiliary within 30 days of the original purchase. Reimbursement must be made to Cashier's Office and the receipt should be attached to the reconciled ProCard Report. If the Report has already been submitted please forward the receipt along with cardholder name, and statement month to Accounts Payable, Carrie Schmidt.

OBTAINING GOODS AND LIMITED SERVICES

The Cardholder may obtain goods up to their transaction limit and non-contractional services up to $2,500.00 by either going to a merchant's place of business to purchase goods, call and place the order over the telephone or place an order via the Internet or fax. In all cases, the Cardholder is required to obtain an itemized receipt/invoice which must include the following information:

● Vendor Name
● Invoice(Includes Bill To: SSU or SSE or ASI or FDN/receipt date)
● Description of item or service
● Quantity
● Price per item and extension
● Amount of sales tax
● Shipping charges, if applicable
● Total amount

Transactional receipts do not provide sufficient details. If a receipt/invoice is not itemized, the Cardholder is responsible to contact the vendor to obtain an itemized receipt. If vendor is unable to provide, cardholder must recreate the the itemization of the purchase on the receipt/invoice For Campus Marketplace related purchases, order acknowledgement or transaction details from ESM Solution cannot be used as receipt. Receipt from the vendor should be used for the purpose of the ProCard Report.

LOST RECEIPT/INVOICE

If the Cardholder has lost receipts/invoices, the Cardholder must make the effort to obtain a duplicate copy from the merchant. As a last resort if unable to obtain a copy, the Cardholder must reconstruct the expenses, including dates, business name, itemized purchase and acknowledge if the original receipt is located they will not submit a reimbursement for the same payment.

If there are excessive instances of lost receipts/invoices, the ProCard will be revoked.

SHIPPING

All commodity orders must be shipped to the University with the following SHIP TO ADDRESS format:

"ProCard Holder Name"-PROCARD
1801 E. Cotati Avenue-SSU RECIEVING
"who the item goes to Name" Department, Building, Room Number
Rohnert Park, CA 94928-3609

A*ny missing ship to address information will result in the item being returned to the vendor and payment disputed. Always confirm the ship to address is complete and accurate with the vendor.*

RETURNED ITEMS

If items purchased with the ProCard need to be returned, the Cardholder is responsible for returning the item(s) to the merchant for replacement or to receive a credit. If the merchant refuses to replace the defective item or apply a credit, then the purchase will be handled as a disputed item.

DISPUTED CHARGES

The Cardholder is responsible for resolving questionable items which appear on the online bank statement with the merchant and/or bank, *NOT Contracts and Procurement or Accounts Payable.*

If an item is billed incorrectly, it will still be paid to the Bank in the current month. The Cardholder should first contact the merchant, if possible, and make every attempt to resolve the problem. If resolution is not reached, the Cardholder must dispute the item following the instructions on the US Bank Access Online website. It is the Cardholder's responsibility to attach a copy of the filed dispute as an attachment to the Monthly ProCard Statement.

FRAUDULENT CHARGES

The Bank will notify the Cardholder if fraudulent use of the ProCard occurs along with instructions, if this happens please email the Program Administrator. It is possible that the Cardholder will notice fraudulent charges when reviewing their monthly statement. It is the cardholder's responsibility to notify the Bank and Program Administrator immediately. A replacement ProCard will be issued by the Bank to the program Administrator for distribution to the Cardholder. The cardholder is responsible to complete Fraud Paperwork – Statement of Fraud and Transaction Report

TIPS TO PREVENT FRAUD

Sign your card as soon as it arrives.
- *Don't lend your card or personal identification number (PIN) to anyone.*
- *Don't leave cards or receipts lying around.*
- *Keep an eye on your card during the transaction, and get it back as quickly as possible.*
- *Destroy receipts and statements you no longer need.*
- *Reconcile accounts frequently.*
- *Report any questionable charges promptly to U.S. Bank.*
- *Notify card companies in advance of a change in address or phone number.*
- *Don't write your account number or personal information on a postcard or the outside of an envelope.*
- *Don't give out personal information over the phone unless you initiated the call and the company is reputable.*
- *Keep a record of your account numbers, their expiration dates, and the phone number and address of each issuer in a secure place.*

Special Note: Do not respond to emails from the Bank requesting ANY personal information.

REPORTING LOST/STOLEN PROCARDS

1. **Reporting Lost/Stolen ProCards – Replacement of Worn Out/Defective ProCards** – The following steps must be taken immediately:
2. Cardholder contacts the Banks' Customer Service at (800)344-5696 to report the lost or stolen card.
3. Cardholder notifies Approving Official and Program Administrator via email.
4. The Bank will mail replacement card to the Program Administrator within two (2) working days of notification.
5. Program Administrator notifies Cardholder when replacement card is available.

TAXES The CSU and its auxiliaries are required to pay California sales tax on all goods received. This includes goods shipped from vendors inside and outside California even if they do not charge sales tax on their invoices. If a Cardholder receives goods from any vendor who does not include sales tax on their receipt, Accounts Payable will pay the tax as a "use" tax to the state when quarterly returns are filed.

Purchases delivered to Sonoma State University campus must be taxed at the sales rate of 8.50%.

Purchases picked up at another location will be taxed at that location's sales tax rate.

The following charges are not subject to sales or use tax: labor, subscriptions, electronic-delivered media, and services. Shipping is not taxable; handling charges are. If shipping and handling are combined in one amount, we must add use tax to the amount of the combined shipping and handling. If it is a significant dollar amount Cardholder should choose to contact the vendor and ask them to separate the two. If you have any questions about sales or use tax, contact Accounts Payable.

If you get questioned by a vendor about our tax rate please send them this link: http://finance.sonoma.edu/tax-and-compliance

AUDITS
Accounts Payable will retain the Monthly ProCard Statements and documentation for four (4) years for audit purposes. Department records should be retained for one (1) fiscal year.

CARD ACTIVATION AND REGISTRATION

All new cards must be activated by phone and registered on the U.S Bank Access Online website.

To activate your card:
- Call (800) 344-5696
- Input your 16-digit credit card number
- Input zip code – 94928
- The prompt will ask for your last four of your Social Security Number please input the last four of your employee ID .
- **DO NOT GIVE YOUR PERSONAL SOCIAL SECURITY NUMBER**
- Input your business phone number
- Your card is now ready to use

To self-register your card:
- Access the U.S Bank website at: https://access. usbank.com
- Click the Register Online link
- Input Organization Short Name – CSUCA
- Input your card account number, expiration date, and account zip code
- Click the Register this Account button
- Accept the Licensing Agreement terms
- Determine and input your User ID and Password
- Choose and answer your authentication questions
- Your card is now registered and you are able to see pending transactions, bank statements, and file a disputes

RECONCILIATION TIMELINE

Billing Cycle

The billing cycle closes on the 6th of every month. On or about the 7th of each month notifications are emailed. *Exception: When the 6th or 7th falls on a weekend or holiday, the billing cycle will close on the following business day.

Notification by Program Administrator

All cardholders and approving officials will receive an email notification from ProCard program administrator each month when ProCard statements are available for reconciliation. It's the cardholder and approving officials responsibility to verify card transaction activity including purchases, credits and potential fraudulent activity. If the ProCard has not been used during a billing cycle, no transactions will appear in CFS.

Deadlines for Reconciliation and Submission/Delivery

Cardholders are given five (5) business days to complete adjustments in the CSU ProCard module of CFS, organize reports and obtain signatures. During fiscal and calendar year end, adjustment and submission timelines will be reduced to ensure timely close.

In the event a Cardholder will be away from the office at the time the Monthly ProCard Statement is due, arrangements must be made with their designated backup to prepare and submit their statement by the deadline date to Accounts Payable. If their Approving Official will be away from the office, the designated back-up for the Approving Official will be responsible to review and approve the Cardholder's Monthly ProCard statement and submit to Accounts Payable by the deadline date.

Credits
It is the cardholders responsibility to always go in and check, even if no purchases were made because credits or fraud could happen.

HOW TO ASSEMBLE YOUR PROCARD REPORT

ELECTRONIC SUBMISSION
1. After all adjustments are made in CFS
2. Log into LDAP. Select CFS tile. Select CFS PRODUCTION LOGIN. Navigate to: CSU ProCard>Use & Inquiry>ProCard Adjustment. Enter Business Unit 'SOCMP' and Cardholder Last Name. Cardholders will be able to view their account information and select the current account charges during the open adjustment timeline. Once closed, all reports are migrated to ProCard Completed Inquiry and updates are no longer available
3. Update the description on each transaction line with the business expense reason. Description updates are very important as they are the only way to give AP information regarding the purchase. Update the chartfield as needed.
4. Print report using the printer icon, and select the process monitor. Once the job runs to success select Details>View Log/Trace and save as a PDF.
5. Add wet signatures as needed, electronic signatures must be the wet signature. Attach any Conditional purchase documentation, other pertinent details behind the corresponding receipt/invoice, and any additional DOA/Trust approvals.
6. Scan Receipts in Order of ProCard Report.
7. Number all receipts and supporting documentation with line number from ProCard report.
8. All documents should be in one pdf file.
9. Submit completed ProCard Report through the Payment Request Form by the deadline.
https://app.smartsheet.com/b/form/f9a8f565b4b9447dacc98cc269811edd

***Note: If you look in CFS/PeopleSoft and you do not have a report no further action is necessary.

PROCARD AUDIT UTILIZING SMARTSHEET

AP and PO (The ProCard Audit Team) review ProCard Reports and documentation submitted monthly as assigned. In an effort to streamline review, communicate effectively and consistently with cardholders, the audit team will begin to utilize smartsheet.

The audit team will utilize smartsheet to communicate to only the cardholders when there is an issue, missing/incomplete document, tardiness, or a prohibited purchase is made. Cardholders will be notified via email per line when an issue needs resolution or action. Should a cardholder have multiple months of issues the following will occur:

● One month of issues, missing/incomplete documents, tardiness, or a prohibited purchase is made in a 12 month period- Cardholder will be consulted by a member of the audit team.
● Two months of issues, missing/incomplete documents, tardiness, or a prohibited purchase is made in a 12 month period- Cardholder will be consulted by the a member of the audit team.
● Three months of issues, missing/incomplete documents, tardiness, or a prohibited purchase is made in a 12 month period- Approving Official will be consulted and the cardholders card may be suspended until a follow up training can be attended.
● Four months of issues, missing/incomplete documents, tardiness, or a prohibited purchase is made in a 12 month period- Approving Official will be consulted and the cardholders card may be revoked.

INFORMATION SOURCES

US BANK PROCARD:

24 Hour Customer Service
Phone: (800) 344-5696
https://access.usbank.com

SSU PROCARD PROGRAM ADMINISTRATORS:

PO ProCard Administrator - Account Set-up, Changes, and Training

Primary: Jenifer Barnett, Managing Director for Contracts, Procurement and Accounts Payable
Ext. 43102; jenifer.barnett@sonoma.edu

Backup: Ming-Lan (Joy) Sun, Manager of Contracts and Procurement
Ext. 42274; joy.sun@sonoma.edu

AP ProCard Administrator - Billing Office, Reconciliation Contact, Reports and Training

Primary: Carrie Schmidt, Accounts Payable Manager
Ext. 43315; carrie.schmidt@sonoma.edu